
GAYATHRI S

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Chennai, TN

OBJECTIVE

Detail-oriented content editor and linguistics graduate with 2+ years of experience in academic consultancy and language coordination. Proven ability to manage high-volume content, curate and review editorial materials, and work collaboratively in fast-paced environments. Strong background in English Literature, Linguistics, and content quality control. Adept at using research and linguistic knowledge to improve content relevance, clarity, and impact. Seeking to contribute to content projects.

EDUCATION

Master of Arts in Linguistics

Bharathiar University — 2020 – 2022 | CGPA: 7.5

Bachelor of Arts in English Literature

Vellalar College for Women — 2017 – 2020 | CGPA: 7.4

EXPERIENCE

Reviewed and refined student-facing content including SOPs, academic documentation, and email communications to ensure clarity, coherence, and tone alignment. Edited and curated educational materials and promotional content, enhancing language precision and user engagement. Conducted content audits on student applications and institutional data to ensure consistency, relevance, and grammatical accuracy. Led content creation and editing efforts for information packets, newsletters, and student guides focused on international education procedures.

JUL 2024 – FEB 2025

Consultant,
AECC GLOBAL, Bengaluru.



SEPT 2023 TO JAN 2024

Consultant,
GOSTUDY, Bengaluru.



JUN 2022 TO AUG 2023

Education Coordinator
CANAPPROVE CONSULTANCY, Bengaluru.

CERTIFICATION

- Skill Certificate in Teacher Eligibility Test (TET)
 - Communication Skills and Professional Writing (Bharathiar University)
 - Computer on Office Automation
 - Typewriting – English & Tamil (Higher)
 - Certifications: Clinical Linguistics & Applied Linguistics (NPTEL)
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KEY SKILLS

- Copy Editing & Proofreading
 - Grammar, Syntax & Style Adherence
 - Content Writing & Editing
 - Linguistic Analysis & Research
 - Program/Project Management
 - Communication & Interpersonal Skills
 - MS Office & Google Workspace
 - CRM & Data Management
 - Empathy & Active Listening
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